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**Category 1 Modification Request Letter**

(Needs to be on Grantee letterhead. Allow two (2) weeks for processing.)

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**SAMPLE GRANT EXTENSION REQUEST**

(Extension request can be no more than six (6) months.)

**(SEE PAGE 2 OF THIS FORM FOR ALL OTHER CATEGORY 1 REQUEST.)**

January 1, 2001

Grants Management Office  
Community Development Division  
Indiana Department of Commerce  
One North Capitol, Suite 600  
Indianapolis, Indiana 46204-2288

Re: Grant Number:

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through the Indiana Department of Commerce, grant a change of the expiration date from \_\_\_\_\_ to \_\_\_\_\_ for the above referenced contract, which contract was approved by the State on \_\_\_\_\_.

The justification for this extension request is based upon

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name  
Chief Elected Official

**SAMPLE CATEGORY 1 MODIFICATION REQUEST**

(Modification request can be no more than a 10% change in objectives and/or budgeted amount.)

January 1, 2001

Grants Management Office  
Community Development Division  
Indiana Department of Commerce  
One North Capitol, Suite 600  
Indianapolis, Indiana 46204-2288

Re: Grant Number:

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through the Indiana Department of Commerce, allow a change in objectives and/or a reallocation of funds between approved activities. This change will not increase or decrease the original scope by more than ten percent (10%). The specific details of the request are listed below:

**Change in Objectives**

Original Job/Housing Goal: \_\_\_\_\_

Requested Job/Housing Goal:

The justification for this extension request is based upon

**Reallocation of Funds**

Original Budget Amount: \_\_\_\_\_

Requested Budget Amount:

Activity/Fund Transfer From: \_\_\_\_\_

Activity/Fund Transfer To:

The justification for this extension request is based upon

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name  
Chief Elected Official